

**BY ORDER OF THE COMMANDER**  
**HEADQUARTERS, 377TH AIR BASE WING (AFMC)**  
**KIRTLAND AIR FORCE BASE,**  
**NEW MEXICO 87117-5606**

**KAFB INSTRUCTION 33-102**

**1 September 1999**

**Communications**



**PROTECTION OF COMMUNICATIONS AND  
UTILITIES SYSTEMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 377 CS/SCMPK (TSgt Tenney)  
Supersedes KAFBI 33-102, 15 Feb 95

Certified by: 377 CS/SCM (2LT Bounds)

Pages: 3  
Distribution: F

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This instruction implements AF Policy Directive 33-1, *Command, Control, Communications and Computer (C4) Systems*. It establishes responsibilities and procedures to prevent damage to communications and utilities systems. It applies to all personnel assigned or attached to Kirtland Air Force Base including contractor personnel.

**SUMMARY OF REVISIONS**

This instruction is totally revised and should be read in its entirety.

**1. Explanation of Terms.**

- 1.1. Communications includes the following systems and their components and supporting structures: telephone, radio, radar, intercommunications, public address, facsimile, data communications, and closed-circuit television.
- 1.2. Excavation, as used in this instruction, means digging, drilling, or opening of an existing surface to a depth exceeding 12 inches below the existing grade. Plowing or tilling to plant grass, shrubs, or similar plants is exempt from the provisions of this instruction.
- 1.3. Utility or utilities include the following systems and their components: water, sewer, gas, air, electrical, fuel, steam, cable TV and condensate.

**2. Responsibilities.**

- 2.1. The Air Force Research Laboratory, Directorate of Contracting (AFRL/PK) will:
  - 2.1.1. Ensure that all concerned parties are notified of the preconstruction conference in advance to ensure attendance.

2.1.2. Ensure the "protection of utilities clause" is included in every construction contract under Federal Acquisition Regulation (FAR) 52.236-9.

**2.2. The 377th Civil Engineer Group (377 CEG) will:**

2.2.1. Keep as-built drawings of all buildings and utilities systems and give location information to contractors and other personnel as required.

2.2.2. Coordinate drawings and specifications of all proposed construction and alteration projects with the 377th Communication Squadron (377 CS) designated representative before final approval.

2.2.3. Fill out AF Form 103, **Base Civil Engineering Work Clearance Request**, for all work requiring excavation and give the form to contractors and other construction agencies after getting coordination from responsible agencies.

2.2.4. Process AF Form 103 through 377 CS/SCMPK, Cable Maintenance, at 48 hours before starting any excavating on Kirtland AFB. Excavations within four feet of any staked, flagged, marked, or spotted utility will be hand dug to prevent damage to the cable, duct systems, or utility systems. Process AF Form 103 in three copies to provide an on-hand copy for the Cable Maintenance work center.

**2.3. 377 CS Plans and Implementation (SCX) will:**

2.3.1. Provide a representative at all preconstruction conferences.

2.3.2. Check drawings and specifications for all proposed construction and alteration projects to see if there is any conflict with existing or planned communications facilities.

2.3.3. Take timely action to relocate communications facilities when required.

2.3.4. Keep communications computer system installation records (CSIR) of all communications systems and give location information to contractors and other personnel as required.

**2.4. 377 CS Cable Maintenance (SCMPK) will:**

2.4.1. Sign AF Form 103, item 10, for all projects requiring excavation or trenching.

2.4.2. Get completed AF Forms 103 for excavation work done by communications contractors and teams.

2.4.3. Repair communications systems and provide data on repair costs to 377 CS/SCXF for coordination with AFRL/PK to charge the contractor(s), if necessary.

2.4.4. Provide updated communications master plans to 377 CEG annually or as needed.

**2.5. All Kirtland Air force Base organizations, to include DOE and contracted functions, will:**

2.5.1. Obtain AF Form 103 approval from 377 CEG before performing any excavation.

2.5.2. Coordinate with 377 CS/SCMPK to locate, stake, mark, flag, or otherwise identify underground communications cable or duct systems which conflict with proposed excavation areas, or provide on-scene observer(s) during excavating operations as required.

2.5.3. Prevent damage to aerial, on-base communications and electrical cables from vehicles or equipment requiring abnormal vertical height clearances. Organizations will be held responsible for prevention of and financially liable for damage caused by such vehicles or equipment. Orga-

nizations will make preliminary surveys of routes of travel and work areas and provisions for adequate observer personnel.

2.5.4. Be responsible for initiating purchase requests requiring contractors to perform excavation or operation of equipment requiring abnormal vertical height clearance to include provisions of this instruction are included in the contract specification.

**3. financial liability.** Avoid unnecessary damage to communications facilities or utilities systems. Individuals may be held financially liable for repairs required as a result of noncompliance with this instruction. If a contractor has caused the damage, AFRL/PK will determine whether the Air Force should exercise its right to offset payments due to the contractor to effect payment for repairs.

**4. Records Disposition.**

4.1. File AF Forms 103 pertaining to work done by 377 CEG and 877 CES in-house in the work-order folders and destroy under AFR 37-139, *Records Disposition Schedule*.

4.2. File AF Forms 103 pertaining to contract work in the appropriate project folders in 377 CEG and retire and destroy when no longer needed.

JON A. GARDNER, Lt Col, USAF  
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